

INSTRUCTIONS REGARDING ATTACHMENTS SCHOOL NUTRITION PROGRAMS

Attachment A - Income Eligibility Guidelines for School Officials

Keep this attachment at the local agency for use in determining family eligibility for free or reduced price meals throughout the applicable program year. Do not send this attachment to families.

Attachment B3 - Parent Letter and Application

SMP-only agencies that utilize Pricing Option 2 use attachment B3 for your local agency's program. Complete it as you will send it to the households in your district and return to Child and Adult Nutrition Services with Part 1 - Combined Application. The instructions for each type of application designate which changes do not need prior approval. Nonpricing SMP and Option 1 do not need this.

Attachment C - Sample Notification Letter

Fill out this attachment as it will be used for the households in the District if the program is an Option 2 in Special Milk. Complete it as you will send it to the households in your district and return to Child and Adult Nutrition Services with Part 1 - Combined Application. If you use an electronic system, send along a copy of the letter the electronic system prints out. Nonpricing SMP and Option 1 do not need this.

Attachment D - Sample Notice of Direct Certification

Fill out this attachment as it will be used for the households in the District if the program is an Option 2 in Special Milk. Complete it as you will send it to the households in your district and return to Child and Adult Nutrition Services with Part 1 - Combined Application. If you use an electronic system, send along a copy of the letter the electronic system prints out. Nonpricing SMP and Option 1 do not need this.

Attachment E - Prototype Roster for RCCIs only – N/A for Special Milk Program

Attachment F - Verification and On-site Monitoring Plan – N/A for Special Milk Program

Attachment G – Information Update

This attachment gathers information that needs to be updated or verified annually or that changes frequently. Complete the form and return with the application. **Determining/Hearing Officials:** Enter the names and titles of the two different officials who will determine the eligibility of applicants for free and reduced price meals and who will hear any appeals made by parents if they disagree with the original determination. The hearing official should rank higher than or be independent of the determining official. Nonpricing programs do not need a hearing official.

Attachment H – Annual Severe Need Breakfast Determination – N/A for Special Milk Program

Attachment I - Annual Financial Statements and Audit Requirements

This attachment is required annually. Public schools usually submit it electronically to the Office of Finance and Management.

Attachment J – Attestation for Meal Pattern Compliance – N/A for Special Milk Program

Attachment K - State Issued Public Release

Child and Adult Nutrition Services will submit the public release to newspapers across the state about free and reduced price meals and/or free milk. The agency will need to submit its own release only if the policy statement differs from the attachment and has been approved by Child and Adult Nutrition Services.